

Clerical and Office Branch  
Purchasing and Stores Group  
Inventory Series

INVENTORY CODER

02/00 (REB)

*Summary*

Under general supervision compile, reconcile and maintain fixed asset inventory control database.

*Typical Duties*

Count and classify assets, and enter and retrieve inventory data for accounting purposes. Involves: visiting assigned City departments and operating hand held barcode scanning device or similar technology for scheduled or unscheduled audits to record quantity, type, location and value of fixed assets into an automated inventory management system; applying of standard commodity codes and definitions to inventory items, and adding, deleting or changing asset identifiers in database according to prescribed classification criteria and control procedures; physically counting assets to verify accuracy of records; detecting, ascertaining reasons for, reporting and correcting discrepancies in coding or other variables as authorized; generating inventory balance and similar reports; providing commodity codes to assist purchasing staff in procurement activities.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: assisting at auctions; receiving and unloading surplus property; using forklift or other materials handling device to move stored assets; substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

*Minimum Qualifications*

Training and Experience: Graduation from High School or General Educational Development equivalent, plus one (1) year purchasing, warehousing or material control experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: automated and manual inventory maintenance practices. Some knowledge of: automated barcode scanning systems or similar inventory data recording technology; bookkeeping and purchasing procedures; Federal government accounting standards relating to reporting of fixed assets.

Ability to: count and classify inventory rapidly and accurately; encode inventory in accordance with established commodity classification systems; detect and correct errors in inventory data; establish and maintain effective working relationships with coworkers and employees in other departments; output regular or special computerized inventory control information, maintain records and prepare reports.

Skill in the safe operation and care of: hand held scanning or similar inventory recording devices; personal computers or network workstation, and generic business productivity and specialized materials management software comparable to that installed; common office equipment; motor vehicle.

Physical Effort and Work Environment: Frequent: bending, stooping, squatting, kneeling, twisting or balancing; lifting or carrying moderate weight objects (averaging up to 50 pounds); pushing or pulling heavy objects (averaging up to 100 pounds); mobility on level or uneven terrain. Occasional: driving through City traffic; exposure to inclement weather; climbing stairs, ladders and over objects.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state.

Special Requirements: Subject to working flexible hours, mandatory overtime, weekends or holidays.

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Director of Personnel

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Department Head